## <u>Cape Ann Transportation Authority</u> <u>Advisory Board Minutes</u> Meeting Wednesday, December 5, 2018

Attendance: Jim Destino, Paul Talbot, David Garner, Felicia Webb, Mitchell Vieira, Stephanie Jackson, Laurel Eisenhauer, Jackie LaFlam, Joseph Randazza, Bob Ryan, Michelle Randazzo (KP Law)

Call to order by Jim Destino 9:30am

Jim Destino: Motioned to accept November, 7, 2018 minutes.

Approved: Mitchell Vieira Seconded: Stephanie Jackson

All in Favor

Jim Destino: Election of Officers should be done on an annual basis in July. I explained this to the Mayor and she asked if I would still be the Chairman and I said yes I will I put my name in for Chairman and I will nominate Mitchell Vieira as the Vice Chairman.

Jim Destino motioned for Election of Officers Seconded Stephanie Jackson All in Favor

Jim Destino: I'd like to discuss the audit and some of the issues. I looked at other RTA's audits and Open Government sites and everything is viewable, payroll records and their audits. It is difficult to view CATA's. I look at Roland Lambalot's, all his audits are the same. It is hard to read his. With the other authorities, everything s is so detailed and it's easy to access information. I'm going to suggest and make a request that we go out for bid for a new auditor and change every five years.

A general discussion of the audit followed. The discussion included revenue opportunities from advertising, excess CATOC money as a contingency fund, the interest rate on the RAN, Paul's sick and vacation payout, executive compensation, and MMDT. A discussion of the audit management letter included how a duplicate payment was made, old checks, excessive contract advances and uninsured money in the bank. Jim stated" I want to make sure we are on the right track. It is a break even operation and we are the smallest RTA and we finished in the black."

Jim Destino: I would suggest making a motion to appoint Felicia Webb interim Administrator effective January 1, 2019. I will talk to the Board correctly compensating her in that roll.

Motioned by Mitchell Vieira Seconded by Stephanie Jackson All in Favor

At 10:20am the Board and KP Law went into executive session.

Jim Destino: Motioned to adjourn 11:40am

Seconded: Stephanie Jackson

All in Favor